



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE BUILDING ADMINISTRATION N5

18 February 2022

This marking guideline consists of 5 pages.

QUESTION 1

- 1.1 C
- 1.2 D
- 1.3 B
- 1.4 C
- 1.5 C
- 1.6 B
- 1.7 D
- 1.8 B
- 1.9 D
- 1.10 C

(10 × 1) [10]

QUESTION 2

- 2.1 False
- 2.2 False
- 2.3 True
- 2.4 True
- 2.5 False

(5 × 1) [5]

QUESTION 3

- 3.1
- Excavation✓ – back actor, face shovel, drag line✓
 - Loading✓ – face shovel, tractor shovel✓
 - Transporting✓ – lorry, tipper truck✓
 - Levelling✓ – bulldozer, skimmer, grader✓
 - Compacting✓ – any rollers, vibrator✓

(5 × 2) (10)

- 3.2
- Rotary or disc sander
 - Belt sander
 - Orbital sander
 - Drum sander

(4)

- 3.3 Regular inspection by a competent mechanic to ensure that the machines are in good order

(1)
[15]

QUESTION 4

- 4.1
- Review objectives
 - Determine major steps
 - Establish priorities
 - Schedule
 - Determine detail
 - Review and reconcile
- (6)
- 4.2 Systematic collection of information of a site for the purpose of tendering (1)
- 4.3 At the time of preparing the BOQ✓ the actual depth of the pile or the number of piles cannot be determined.✓ (2)
- 4.4
- Pre-tender planning
 - Contract planning
 - Detailed stage or period planning
- (3)
[12]

QUESTION 5

- 5.1
- Materials should be ordered in good time
 - In correct quantities
 - At the best price
- (3)
- 5.2
- One copy to the supplier
 - One copy to the site
 - One copy to the accounts department
- (3)
- 5.3 A delivery note
- does not include an amount
 - shows the quantity of the material delivered
 - A signed delivery note is conformation of delivery
- An invoice
- is made based on the signed delivery note
 - includes the total amount of the material delivered
 - is the document from which payments are made
- (3 × 2) (6)
[12]